

Chatham County Courthouse
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**OFFICE OF THE DISTRICT ATTORNEY
FOR THE EASTERN JUDICIAL CIRCUIT OF GEORGIA
DISTRICT ATTORNEY SHALENA COOK JONES**

JOB POSTING

Position: PARALEGAL/PARAPROFESSIONAL
Department: Chatham County District Attorney's Office
Salary Range: \$40,021 - \$64,033
Date Range: Continuous Openings

The District Attorney's Office of the Eastern Judicial Circuit has openings for a Legal Secretary. Candidates who meet the minimum qualifications are welcome to apply.

Job Summary: Under general direction, the Applicant will perform administrative and legal secretarial support functions for assigned counsel. Applicant must possess excellent oral and written communication and organizational skills as he or she will be required to prepare, proofread, and edit sensitive legal documents. Paralegals' primary responsibilities include drafting legal documents, plea paperwork and other filings requested by their supervising attorneys. Paralegals must maintain a professional appearance and attire as he or she will be required to attend court with their trial team in order to take notes, conduct research, file documents in the clerk's office, and deliver documents to offices and agencies on official government business. Applicant must work well under time constraints, in a fast-paced, high-volume environment. Other duties may be assigned as needed.

Minimum Qualifications: High School Diploma or GED, and three (3) years of experience in a clerical, administrative, or secretarial capacity. Legal knowledge and experience preferred. Paralegal certificate is preferred, but not required. Applicant must demonstrate proficiency in the use of all Microsoft Office programs.

To Apply: Email your resume and cover letter to daoemployment@chathamcounty.com

Note: The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment regardless of race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.